



**LANGLEY
POLICY
DIRECTIVE**

**Directive: LAPD 1700.2
Effective Date: June 9, 2006
Expiration Date: June 9, 2011**

Responsible Office: Safety and Mission Assurance Office

SUBJECT: Safety Assignments and Responsibilities

1. POLICY

This policy directive sets forth organizational and functional safety assignments and specifies the authorities and responsibilities of each.

2. APPLICABILITY

This directive is applicable to all Government, contractor, or other organization employees at LaRC, in accordance with the terms expressed in their respective agreements, joint operating procedures, or contracts with LaRC.

3. AUTHORITY

- a. 29 CFR 1960, "Basic Program Elements for Federal Employee Occupational Safety and Health Programs and Related Matters."
- b. NPD 9710.2, "NASA Safety and Health Program Policy."

4. REFERENCES

- a. NPR 1040.1, "NASA Continuity of Operations (COOP) Planning Procedural Requirements."
- b. NASA STD 8719.11, "Safety Standard for Fire Protection."
- c. LAPD 1040.1, "NASA Langley Duty Officer."
- d. LAPD 1700.1, "Safety Program."
- e. LPR 1046.1, "NASA Langley Research Center Emergency Plan."
- f. LPR 1710.11, "Fire Protection Program."
- g. LPR 1710.40, "Safety Regulations Covering Pressurized Systems."
- h. LPR 1710.41, "Langley Research Center Standard for the Evaluation of Socket and Branch Connection Welds."
- i. LPR 1710.42, "Safety Program for Maintenance of Ground Based Pressure Vessels and Pressurized Systems."
- j. LPR 1740.3, "Facility Safety Head and Facility Coordinator Guide."

- k. LMS-CP-4760, "Reporting Injuries, Illnesses, Compensation Claims and Unsafe Working Conditions.
- l. Langley Form 1, "Appointment of Facility Coordinator(s)/Facility Safety Head(s) (FC/FSH)."
- m. Langley Form 260, "Orientation Survey for New Facility Safety Head and Facility Coordinator."
- n. Langley Form 261, "Documentation Review for New Facility Safety Heads and Facility Coordinators."

5. RESPONSIBILITY

5.1 CENTER EMPLOYEES

All LaRC employees, civil service and contractor, shall be charged with the responsibility for ensuring a safe and healthful workplace. Every employee, without fear of disciplinary action or any form of retaliation, shall be required to notify a line Manager/Supervisor or the Safety and Facility Assurance Branch (SFAB), Safety and Mission Assurance Office (SMAO), of any hazardous condition that may cause or result in employee injury/illness or that may cause equipment and/or property damage. When an unsafe condition or work practice presents imminent danger to personnel or equipment/property, all civil service and contractor employees are vested with the right and shall be obligated to stop the work and then contact a line Manager/Supervisor or the SFAB.

5.2 LINE ORGANIZATION

5.2.1 Organizational Unit Managers (OUM's)

As Organization Unit (OU) leaders, OUM's shall have the ultimate responsibility for ensuring the safety of all employees in the OU and ensuring all facilities occupied and operated by the OU are safe for occupancy, maintained properly, and activities (e.g., research operations, etc.) conducted in the OU's facilities are performed in a safe manner. The agents through whom OUM's shall accomplish this are Managers/Supervisors in the "chains of command" in the OU and the Facility Safety Heads (FSH's) and the Facility Coordinators (FC's) appointed by the OUM.

OUM's shall:

- a. In accordance with LPR 1740.3, "Facility Safety Head and Facility Coordinator Guide," ensure a Principal FSH and FC is appointed for each facility, including office facilities, the OU occupies and operates by submitting a Langley Form 1, "Appointment of Facility Safety Head/Facility Coordinator (FSH/FC)." Ensure an Alternate and/or Organizational FSH and FC is appointed as deemed necessary in facilities housing multiple research operations, operating on multiple shifts, and/or occupied by multiple organizations.

- b. Resolve conflicts between a Manager/Supervisor and a FSH/FC associated with a safety issue, acquiring assistance from the SFAB when necessary.
- c. Meet the requirements for Managers/Supervisors as stated in paragraph 5.2.2 of this LAPD.

NOTE: The same individual shall be allowed to serve in the roles of Principal FSH/FC, Alternate FSH/FC or Organizational FSH/FC of an office building. For non-office buildings, having the same individual serve in these roles shall require the approval of the Head, SFAB.

5.2.2 Managers/Supervisors (including OUM's)

It shall be the responsibility of each Manager/Supervisor in the OU to ensure the safety of the employees who report to them directly.

All Managers/Supervisors shall:

- a. Ensure their direct employees obtain the appropriate safety training and the safety certifications required to perform their job.
- b. Ensure all FSH's and FC's complete the training requirements as identified and instructed on Langley Form 260, "Orientation Survey for New Facility Safety Head and Facility Coordinator," and Langley Form 261, "Documentation Review for New Facility Safety Heads and Facility Coordinators."
- c. Ensure their direct employees perform hazardous activities in accordance with all applicable LAPD's and LPR's.
- d. Report and investigate any injury/illness incurred by a direct employee in accordance with LMS-CP-4760, "Reporting Injuries, Illnesses, Compensation Claims and Unsafe Working Conditions."
- e. Resolve any safety concern raised to them by direct employees, the SFAB, or any other Center employee or organization.
- f. Resolve any safety concern associated with a direct employee (e.g., an employee performing a task he/she is not trained/certified to perform) when brought to their attention by a FSH/FC, the SFAB, or any other Center employee or organization.
- g. Conduct a monthly safety inspection of all areas occupied by their direct employees.
- h. Conduct an annual safety meeting for their organization in office facilities and monthly in industrial work areas (shops, laboratories, tunnels, etc.).

Managers/supervisors with direct ownership responsibility of a facility shall work with the facility's FSH and FC to ensure operations, maintenance and modifications are conducted in a safe manner and in accordance with applicable LAPD's and LPR's.

5.3 FACILITY SAFETY HEADS AND FACILITY COORDINATORS

5.3.1 Principal, Alternate, and Organizational Facility Safety Heads

Principal, Alternate, and Organizational FSH's shall act as agents of their OUM's/Managers/ Supervisors and the SFAB to ensure the safety of their assigned facility/facilities by providing oversight of facility day-to-day operations, maintenance, and modifications. (These FSH roles may be held by a contractor employee upon approval from the SFAB and the employee's Contract Manager.)

Principal, Alternate, and Organizational FSH's shall:

- a. Complete the training requirements as identified and instructed on Langley Forms 260 and 261 within 6 months of appointment or within 6 months of this LAPD's effective date.
- b. Ensure all operations in their assigned facility/facilities are in compliance with all applicable LAPD's and LPR's.
- c. Ensure modifications of their assigned facility/facilities are performed in accordance with all applicable LAPD's and LPR's.
- d. Understand Principal, Alternate, and Organizational FSH responsibilities and perform duties as defined in applicable LAPD's and LPR's.
- e. Resolve facility-related safety concerns brought to their attention by a Manager/Supervisor, the SFAB, or any other Center employee, facility or organization.
- f. Bring to the attention of the appropriate Manager/Supervisor any safety concern associated with an employee performing work in their assigned facility/facilities.
- g. Keep their OUM, Manager/Supervisor abreast of safety issues that need the OUM's, Manager's/Supervisor's attention.

5.3.2 Principal, Alternate, and Organizational Facility Coordinators

Principal, Alternate, and Organizational FC's shall assist FSH's in the oversight of their assigned facilities to ensure the safety of day-to-day operations, maintenance, and modifications of their assigned facility/facilities. (These FC roles may be held by a contractor employee upon approval from the SFAB and the employee's Contract Manager.)

Principal, Alternate, and Organizational FC's shall:

- a. Complete the training requirements as identified and instructed on Langley Forms 260 and 261 within 6 months of appointment or within 6 months of this LAPD's effective date.
- b. Ensure proper maintenance and repairs are performed in their assigned facility/facilities.
- c. Coordinate with other FC's and LaRC organizations or facilities activities (e.g., modifications, repairs, utility interruptions, etc.) conducted in their assigned facility/facilities to ensure safety throughout the Center.
- d. Work with their respective FSH to ensure all operations in their assigned facility/facilities are in compliance with all applicable LAPD's and LPR's.
- e. Work with their respective FSH to ensure all modifications of their assigned facility/facilities are performed in accordance with all applicable LAPD's and LPR's.
- f. Understand Principal, Alternate, and Organizational FC responsibilities and perform duties as defined in applicable LAPD's and LPR's.
- g. Work with their respective FSH to resolve facility-related safety concerns brought to their attention by a Manager/Supervisor, the SFAB, or any other Center employee, facility or organization.
- h. Bring to the attention of their respective FSH any safety concern associated with an employee performing work in their assigned facility/facilities.
- i. Keep their OUM, Manager/Supervisor abreast of safety issues that need the OUM's, Manager's/Supervisor's attention.

5.4 FUNCTIONAL ORGANIZATIONS

5.4.1 Safety and Mission Assurance Office (SMAO)

The Safety and Mission Assurance Office (SMAO) shall be responsible for the management of this Center's Safety Program, excluding Aviation Safety.

SMAO shall:

- a. Serve as the LaRC focal point for safety resources planning and acquisition.
- b. Provide the LaRC safety point of contact between NASA Headquarters, other NASA installations, other Government agencies, and industry. This includes safety-reporting requirements placed on the Center.

5.4.2 Safety and Facility Assurance Branch (SFAB)

The Head, SFAB, shall function as the LaRC Safety Manager and shall be responsible for ensuring that the SFAB shall:

- a. Function as the "authority having jurisdiction" (AHJ) over Center areas of design, maintenance, repair, and operations. SFAB approval shall be obtained from Center personnel, facilities, and support service contractors prior to performing work involving the addition, deletion, upgrade or modification of facilities, systems, or equipment.
- b. Provide a SFAB point-of-contact for each facility, including office buildings, at LaRC.
- c. Maintain a list of SFAB point-of-contacts, Principal, Alternate, and Organizational FSH's and FC's.
- d. Provide assistance to OUM's, Managers/Supervisors, FSH's, and FC's in discharging their safety duties and responsibilities.
- e. Participate in the formulation and implementation of LaRC occupational safety and health and facility assurance policies, including updating and maintaining LaRC safety-related LAPD's and LPR's.
- f. Provide a member for each project review meeting and Executive Safety Council safety committee. This member may be a civil servant or a contractor as circumstances warrant.
- g. Provide programmatic oversight of LaRC's occupational safety and health program to ensure all Center activities are conducted in accordance with applicable LAPD's, LPR's, Agency, OSHA and other applicable regulations and standards.
- h. Provide occupational safety and health services for civil service employees, including a safety training/certification program.
- i. Maintain and review safety records and metrics.
- j. Assist Contracting Officers in determining the adequacy of contractors' safety programs, including off-site programs.
- k. Serve as the Center's interface with OSHA in maintaining the Center as an OSHA Voluntary Protection Program (VPP) STAR site.
- l. Provide programmatic oversight of LaRC's safety and facility assurance program as delineated in applicable LAPD's, LPR's, Agency, OSHA and other applicable regulations and standards.
- m. Ensure configuration management services are provided for facilities designated as high-risk.

- n. Ensure system safety services are provided for designated high-risk facilities and other identified research equipment systems.
- o. Provide programmatic oversight of LaRC's Pressure Systems Safety Program as delineated in LPR 1710.40, "Safety Regulations Covering Pressurized Systems;" LPR 1710.41, "Langley Research Center Standard for the Evaluation of Socket and Branch Connection Welds;" and LPR 1710.42, "Safety Program for Maintenance of Ground Based Pressure Vessels and Pressurized Systems."
- p. Provide programmatic oversight of all aspects of the fire protection and engineering program in accordance with LPR 1710.11, "Fire Protection Program," and NASA STD 8719.11, "Safety Standard for Fire Protection."
- q. Provide programmatic oversight of inspection, testing, and maintenance (IT&M) activities involving fire protection, fire alarm and detection systems, emergency communication systems, Center evacuation alarm system, Emergency Dispatch Office, and Emergency Operations Center in accordance with LPR 1710.11 and NASA STD 8719.11.
- r. Provide emergency response activities, including, but limited to, those involving fire suppression, emergency medical response, rescue, weapons of mass destruction, hazardous materials response and mitigation, and inclement weather.
- s. Provide an individual to serve as the LaRC Fire Chief who shall also be designated the "authority having jurisdiction" at Langley Research Center for matters involving compliance with safety-related portions of regulations in accordance with LPR 1700.1, "Safety Program," including current building codes, National Fire Protection Association regulations, Life Safety Codes, American Society of Mechanical Engineers elevator codes, NASA Pyrotechnics and Explosives documents, and as well as other related NASA-specific criteria.
- t. Provide an individual to serve as the Emergency Preparedness Officer (EPO), who shall be the Head, SFAB or his/her designee, responsible for the implementation of LPR 1046.1, "NASA Langley Research Center Emergency Plan."
- u. Provide safety status reports to the Executive Safety Council (ESC).
- v. Appoint a Continuity of Operations (COOP) Coordinator for the Center in accordance with section 2.4.1 of NPR 1040.1, "NASA Continuity of Operations (COOP) Planning Procedural Requirements."

5.4.3 Office of Human Capital Management

The Office of Human Capital Management (OHCM) shall be responsible for LaRC's medical services and workers compensation programs. The OHCM shall provide an individual to serve as LaRC's Occupational Health Officer (OHO). This individual shall be responsible for implementation of the requirements set forth for the OHO below. The LaRC OHO shall also perform OHO specific requirements as defined in all applicable LAPD's and LPR's:

OHO shall:

- a. Provide first aid service for all Center employees (civil service and contractor).
- b. Provide for job-related physical protocols and examinations for civil service employees.
- c. Provide medical and injury/illness data to the SFAB as described in LMS-CP-4760.
- d. Provide an individual to serve as a member of the Institutional Review Board.
- e. Provide occupational health status reports to the ESC.

5.4.4 Center Operations Directorate

The Center Operations Directorate shall be responsible for providing a NASA Langley Duty Officer, who shall be responsible for the duties as indicated in LAPD 1040.1, "NASA Langley Duty Officer." The NASA Langley Duty Officer shall be the official Center point-of-contact for securing systems after normal working hours, including evenings, weekends and holidays. The NASA Langley Duty Officer shall be notified whenever a safety problem arises after normal duty hours and when notified of such a problem shall immediately notify the LaRC Safety Manager.

5.4.5 Flight Systems Safety Office, Flight Research Services Directorate

The Flight Systems Safety Office (FSSO), Flight Research Services Director, shall be responsible for LaRC's aviation research and operational support activities. The FSSO shall provide an individual to serve as LaRC's Aviation Safety Officer (ASO). This individual shall be responsible for implementation of the requirements set forth for the ASO below.

The ASO shall be appointed by the Chairperson of the Executive Safety Council. The ASO shall ensure that the Chairperson of the Executive Safety Council is kept fully and currently informed of concerns relative to the safe conduct of the Center's aviation research and operational support activities.

The ASO shall:

- a. Provide technical guidance on safety aspects of flight programs.
- b. Maintain surveillance of aviation activities for conformance with prescribed directives, standards, and procedures, and propose corrective action when required.
- c. Review aviation training and assess qualifications to ensure safety of operations.
- d. Serve as a member of the Airworthiness and Safety Review Board.

- e. Provide a minimum of one annual status report to the ESC.

6. DELEGATION OF AUTHORITY

None

7. MEASUREMENTS

The safety performance of the individuals' responsibilities, as assigned in this directive shall be measured in the annual reports required to be submitted to the ESC by the SFAB, OHO, and ASO.

8. CANCELLATION

LAPD 1700.2, dated May 20, 2005.

Original signed on file

Lesa B. Roe
Director